



Foreign Affairs Handbook

5 FAH-1 – Correspondence Handbook

Transmittal Letter: CH-3

Date: March 2, 2001

SUBCHAPTERS H-410 OFFICIAL STATE DEPARTMENT LETTERS, H-610 USING DIPLOMATIC NOTES, AND H-620 PREPARING DIPLOMATIC NOTES

MAJOR CHANGES

1. The purpose of this update is to eliminate the requirement for using legal size stationery for diplomatic notes.
2. Revisions since the last update appear in italics. Other than formal titles, the italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
3. Under the Foreign Affairs Reform and Restructuring Act of 1998, Public Law 105-277, the functions of the U.S. Information Agency related to international broadcasting are transferred to the Broadcasting Board of Governors. Accordingly, all provisions of the FAM previously applicable to USIA continue in effect with respect to the BBG until further notice.
4. Officers are reminded that Department-issued materials not codified in the *Foreign Affairs Manual* or its supplemental *Foreign Affairs Handbook* series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS (Paper Copies Only)

1. Remove and destroy the text of the old 5 FAH-1 subchapters H-410, H-610, and H-620, as well as all exhibits in those subchapters (issued under TL:CH-2, dated 05-30-1998; (64 pages total) and replace them with the attached revised subchapters H-410, H-610, and H-620 (63 pages total).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:CH-3, and initial.

DISTRIBUTION NOTICE

1. The *Foreign Affairs Handbooks* (unclassified) official version can be found on State Department's Intranet site at <http://99.1.1.27>.

2. All posts and offices keeping paper versions of *Foreign Affairs Handbooks* are responsible for maintaining their FAHs on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials include your office/post symbols and inform MMS/PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances) A/RPS/MMS/PRD, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies, including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use KFAM and AINF TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the 5 FAM Volume Coordinator, who may be reached at 202-261-8250.

(IRM/APR/RG)